Release 2 Training

Registering for Release 2 Training Courses
The state's current training registration system, HRDIS, will be used to register for HRMS training courses. You will want to work with your agency Change Agent, Training Manager, or Registration Representative to register for training.

Canceling or rescheduling of HRMS training must occur no later than 12 working days prior to the training date. Please work with your agency Change Agent, Training Manager, or Registration Representative for all requests for cancellations and rescheduling. While there is no cost to attend training, your agency will be charged a fee of $50 if you do not attend a class for which you are registered. *However, agencies are allowed to register or send substitutes up to the day of the class.*

Release 2 Training Curricula
Release 2 training is not role based. The training is designed to teach users the entire process from start to finish. For E-Recruiting, agencies should send at least one Super User from their agency. These Super Users can become a valuable resource to help educate other users within your agency on how to use HRMS.

It is assumed that you will already know how to perform your agency job functions prior to attending HRMS training (i.e., HRMS training does not teach someone how to be a HR generalist). In addition, you should also have the following knowledge to have a successful HRMS training experience:

- Basic knowledge of Microsoft Windows and Internet (i.e., basic navigation skills)
- General understanding of Release 2 project
- Understanding of HRMS Release 2 Roles
- Understanding of Microsoft Excel (for reporting)

Training Locations – Release 2 E-Recruiting training will primarily be conducted in the greater Olympia area. One session will be offered in Seattle, Yakima, and Spokane. Grievance Tracking training will only be offered in Olympia.

HR
WSD **Personnel**